



Solicitation Information
August 3, 2016

RFP# 7550850

TITLE: Pharmacy Program Oversight/ Utilization Review

SUBMISSION DEADLINE: September 1, 2016 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than Monday, August 15, 2016 at 5:00 PM (ET) . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# 7550850 on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
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SURETY REQUIRED: NO

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Gail Walsh
Chief Buyer
Division of Purchases
RI Department of Administration

Vendors must register on line at the State Purchasing Website at www.purchasing.ri.gov

NOTE TO VENDORS:

Offers received without the entire completed three-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1 -- INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms/universities for oversight and utilization review for the Department's pharmacy program in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at: <http://www.purchasing.ri.gov>

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential respondents are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

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8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Bidders are advised that all materials submitted to the State for consideration in response to this Request for Proposal will be considered to be Public Records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. It is the responsibility of all potential offerors to monitor the website and be familiar with any changes issued as part of an addendum.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or Raymond.Lambert@doa.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*
14. The respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Compliance Officer at (401) 574-8670 or Dorinda.Keene@doa.ri.gov, or visit the website at www.mbe.ri.gov.
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.

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16. Per the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Part 200, Subpart D, §200.331 relating to the new risk assessment process, the successful offeror will be required to submit to the Rhode Island Department of Corrections, if applicable as determined by the Rhode Island Department of Corrections, any material weakness findings against the vendor and/or subcontractor(s) with an approved corrective action plan(s), in order for a submission to be considered. An updated/current status report on the corrective action plan(s) must also accompany the submittal.
17. The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances can be found by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

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SECTION 2 -- BACKGROUND AND PURPOSE

BACKGROUND: The Rhode Island Department of Corrections is located on the Howard Complex in Cranston Rhode Island. There are currently 3200 sentenced and awaiting trial inmates housed in six facilities on a one mile square complex. Projected population increases will likely expand the population throughout the next decade. Approximately three percent of inmates are HIV+, and 28% of entrants are Hepatitis C positive. As the population within our facilities continues to age, the Rhode Island Department of Corrections must address a number of chronic diseases. Facilities include the State's only jail for pretrial detainees, five male facilities and two for women offenders. All facilities contain a medical services area, either an infirmary or dispensary. Medical programs at the Department of Corrections are under the administrative management of the Rehabilitative Services Division. Medical programs operate under the direction of the Medical Program Director and the Associate Director of Health Care Services.

The Rhode Island Department of Corrections has a comprehensive medical services program in place, which includes a pharmacy benefit. All medications and ancillary clinical pharmacy services are currently provided by an out-of-state correctional facilities pharmacy. The contract with this vendor expires on May 31, 2017 with option to renew for three more years.

A formulary restricting use of medication when a less expensive alternative exists has been in place since December 1998. All currently FDA approved antiretroviral medications are unrestricted for use by HIV specialists. Mental health treatment is provided to patients by board certified psychiatrists. The RIDOC currently provides approximately 9000 prescriptions per month to its inmate population.

Most medications are dispensed through medication lines at prescribed hours in each of the facilities. Blister packaging is required for all solid, oral medication. The Department also maintains a Keep-On-Person (KOP) medication procedure, requiring the same blister packaging. Inmates may also purchase over-the-counter non-prescription drugs through the store order process in each facility.

GENERAL PURPOSE:

This RFP is for the provision of oversight and utilization review services to the RIDOC pharmacy program for one year with the option to renew for 3 additional years based upon appropriate funding. The services requested will include the following:

Registered Pharmacist (1 FTE or equivalent) with experience in pharmacy benefit management and correctional facility pharmaceutical services and affiliation with an accredited school of pharmacy

Services provided by the contractor will include administration of the pharmacy benefit at RIDOC facilities, oversight of pharmaceutical purchasing for the Department, development of pharmacy policies and procedures, management reporting, quality assurance, clinical and formulary services, and oversight of medication administration, storage and inventory and the computerized pharmacy order entry system and clinical rotation and training projects for pharmacy students.

All services will be provided according to medically accepted community standards of care.

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Contractor will provide necessary educational programs and administrative support for clinical programs.

All services will be sufficient to meet the Department's needs and are in accordance with all legal requirements, both state and federal.

The contractor will provide direction that meet or exceed the applicable standards of the National Commission on Correctional Health Care (NCCHC) for prisons, and comply with all Rhode Island rules and regulations pertaining to pharmacy services (www.rules.state.ri.us/rules/) .

Any vendor providing pharmaceutical products to the RIDOC will be precluded from also providing the management services outlined in this RFP.

PROGRAM LOCATION:

The contractor shall provide these services at the RIDOC facilities in Cranston, RI. This will include, at the minimum, the presence of a pharmacist/manager. The RIDOC will provide the contractor with office space; fax facilities, phone line, and Internet access.

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SECTION 3 -- SCOPE OF WORK

REQUIREMENTS:

TASKS: The RIDOC requires the expertise of a registered pharmacist with experience managing the provision of pharmaceutical services in correctional facilities for the RIDOC pharmacy benefit. At a minimum, the Department expects the contractor to provide a Rhode Island registered pharmacist to provide the listed services. Additional support staff in the form of pharmacy technicians, secretaries, residents, and students necessary to accomplish the listed responsibilities should be included in the proposal. It is envisioned that the pharmacist would assume key roles in pharmacy utilization management, contract oversight and on-site medication distribution. Additional technical support would assist in inventory control and problem resolution.

The primary responsibility of the contractor would be to develop and implement pharmaceutical utilization management strategies for the RIDOC. These would include:

- Coordination and quality assurance of computerized and/or manual ordering of prescriptions from the pharmacy product vendor;
- Coordination and quality assurance of receiving medication from the pharmacy product vendor;
- Troubleshooting problems with the provision of pharmaceutical services in all RIDOC units;
- Development of acceptable protocols for the use of pharmaceuticals in RIDOC facilities (clinical protocols);
- Management of the formulary and Pharmacy and Therapeutics [P&T] Committee processes in conjunction with the dispensing pharmacy
- Support of nursing, medical, and ancillary staff on pharmacy related issues
- Create an educational exercise for school of pharmacy students to learn operations in a larger Correctional Institution

Additionally, the contractor would assume responsibility for addressing medication distribution issues within the RIDOC facilities.

Finally the contractor would be responsible for oversight and management of the contract for medication from the pharmaceutical product vendor including;

- Contract compliance
- Reviewing pharmacy product vendor bills; and
- Resolving service related issues
- Addressing pharmaceutical waste disposal

B. Coordination of Services/Training

All pharmacy oversight and utilization review services will be coordinated through the Office of the Medical Program Director and/or the Associate Director of Health Care Services. The vendor will provide training for RIDOC staff relating to their policies and procedures.

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CONTRACTOR RESPONSIBILITIES:

1. Program Administration

The contractor will assume responsibility for the overall operation of the pharmacy program at the RIDOC, reporting to the Medical Director and/or the Associate Director of Health Care Services. This will include:

- Pharmacy product vendor contract oversight
- On- call support to RIDOC staff concerning pharmacy related issues
- Assure compliance with State and Federal regulatory requirements
- Assist in the development of pharmacy budgets
- Coordinate pharmacy related accreditation and quality assurance activities
- Maintaining appropriate drug utilization and financial metrics
- Serving as liaison to state, federal, and professional pharmacy organizations, agencies and boards
- Provide Pharmacy Students for studies and analysis of pharmacy programs and services
- Attend regularly scheduled meetings as well as ad hoc meetings.

2. Policies and Procedures

The contractor will be responsible for the development, use and evaluation of policies and procedures in RIDOC facilities. This will include:

- Creation and approval of all pharmacy related policies and procedures
- Development of necessary documentation strategies to assure compliance with the policies and procedures
- Training of RIDOC staff with regards to policy and procedures in regards to clinical and pharmaceutical programs
- Development and monitoring of policies to assure drug security in facilities
- Creation of disaster and emergency procedures to assure medication access to all RIDOC inmates.
- Coordination of a computerized pharmacy order entry system between RIDOC and the selected pharmaceutical vendor

3. Reporting

The contractor will provide management reports and recommendations based upon raw pharmacy claims data provided by the pharmaceutical product vendor. The vendor should have adequate data analysis experience, as well as ability to use spreadsheet, word processing and data base software in a PC environment.

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4. Purchasing

The contractor will have the day-to-day responsibility for assuring the cost-effective purchasing and distribution of pharmaceuticals in RIDOC facilities. This will include:

- Development and maintenance of a RIDOC formulary
- Coordination of RIDOC Pharmacy and Therapeutics (P&T) Committee activities
- Utilization analysis to assist P&T Committee members in selecting appropriate formulary products
- Development and Maintenance of an inventory control system
- Maintenance of P&T Committee records
- Development of Quality Assurance reports and documentation
- Providing State and Federal requested documents as required
- Developing appropriate financial reports
- Conducting pharmacoeconomic analyses, as required, to support medication use in the RIDOC facilities
- Auditing medication receipt from pharmaceutical product vendor

5. Medication Disposal

The contractor will assist in the development of proper policies and procedures for the return of unwanted medication, the disposal of medication waste and destruction and reconciliation of excess controlled substances. The contractor will work with RIDOC personnel to assure accountability and efficiency of these medication disposal processes in accordance with Federal and State laws.

6. Medication Administration

The contractor will provide sufficient oversight of the medication distribution process to inmates in RIDOC facilities. This will include the development and review of necessary documentation and education of RIDOC employees and participate in medication administration audits as requested.

7. Clinical Services

The contractor will develop a clinical and educational program to support the mission of the Medical Program. This will include:

- Offer a Medication Therapy Management clinic for inmate review of medications
- Development and presentation of medication use programs to inmates and participate in medication initiatives to enhance transition of care from the RIDOC to the community
- Involvement in medical, pharmacy, and nursing student/resident supervision and teaching, when required
- Creation of clinical guidelines for medication utilization
- Assist in coordination of any investigation drug use in RIDOC facilities
- Develop a quality improvement program with regard to medication utilization
- Provide/ deliver drug information to medical program staff when necessary
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8. Additional Activities

The contractor may suggest additional activities that contribute to the development of a quality pharmacy program at RIDOC. This might include the development of a clinical clerkship site at RIDOC, creation of a pharmacy residency program, collaboration with other agencies/organizations on education or research programs, or innovative drug delivery mechanism. The contractor should include the cost of these additional activities in the cost proposal section of the RFP response.

D. Requirements: License, Registration, Insurance, and Indemnification

In addition to the programmatic requirements described, the successful applicant will be required to adhere to the following assurances and contractual requirements:

The contractor's Managing pharmacist must be registered with all necessary State authorities applicable to the pharmacy services described herein.

At all times during the performance of this agreement the RIDOC contractor will require access to records relating to the vendors performance, and shall have the right to inspect any and all such records as it shall deem necessary for the performance of its duties hereunder, and for the investigation or defense of any and all actions or incidents related to said performance.

E. Program Evaluation

The vendor shall pledge to provide RIDOC with assistance with CQI activities, including participation in Medical Leadership Committee meetings if requested, and any subcommittees, which are held on a monthly basis.

F. Submission of Bills

All bills and time records will be submitted monthly to the Associate Director, Health Care Services.

G. Security Requirement

Employees of contractor who must gain entrance into correctional facilities are subject to police record checks; the Department retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as, property search, contact with inmates, etc.

H. Termination

The State of Rhode Island reserves the right to terminate the contract in ninety (90) days upon written notice by either party without cause. With cause, the RIDOC reserves the right to terminate within ten (10) working days. Upon termination, the contractor shall be paid for work satisfactorily complete prior to the date of termination.

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SECTION 4 -- TECHNICAL PROPOSAL

Narrative & format: *The separate technical proposal should address specifically each of the required elements:*

1. **Staff Qualifications** –Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of Pharmacy and Teaching.
2. **Capability, Capacity, and Qualifications of the Offeror** –Provide a detailed description of the Vendor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. **Work Plan** –Describe in detail, the framework within which requested services will be performed.
4. **Approach/Methodology** – Define the methodology and procedures to be used.

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SECTION 5 -- COST PROPOSAL

Detailed Budget and Budget Narrative: Provide a proposal for fees charged reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. Explain the basis and rationale of your fee structure. Alternative fee schedule proposals will be considered; however, you must provide an understandable fee structure and explain the benefits of the alternative approach.

COST PROPOSAL SUMMARY

Offeror:	
Address:	
Taxpayer ID#	
Authorized Agent	
Title	
Telephone & Fax #	
E-mail	

Cost Proposal:

Please specify in detail:				
\$_____ Annual Rate				
Cost Proposal	Year 1	Year 2	Year 3	Year 4
Annual Rate				

Signature of Authorized Agent: _____

Date: _____

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SECTION 6 -- EVALUATION AND SELECTION

Proposals will be reviewed and scored by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or more will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

The Department of Corrections reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications (Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field).	15 Points
Capability, Capacity, and Qualifications of the Offeror (Provide a detailed description of the Vendor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided).	25 Points
Quality of the Work plan (Describe in detail, the framework within which requested services will be performed).	15 Points
Suitability of Approach/Methodology (Define the methodology and procedures to be used).	15 Points
Total Possible Technical Points	70 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

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Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

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SECTION 7 -- PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [\[gail.walsh@purchasing.ri.gov\]](mailto:gail.walsh@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7550850** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses {**an original plus four (4) copies**} should be mailed or hand-delivered in a sealed envelope marked “**RFP#7550850 Pharmacy Program Oversight/Utilization Review**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the previously referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated **bidder certification** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov
2. A completed and signed **W-9** downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov
3. A **letter of transmittal** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.
4. A separate **Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices).

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As appropriate, resumes of key staff who will provide services covered by this request.

5. A **separate, signed and sealed *Cost Proposal*** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in ***electronic format (CDRom, diskette, or flash drive)***. Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

SECTION 8 - CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State’s General Conditions Purchases / General Terms and Conditions can be found at the following URL:
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>